

Kitsap County Emergency Medical Services and Trauma Care Council

BY-LAWS

Article I: Name of Organization

1. The organization is known as the Kitsap County Emergency Medical Services and Trauma Care Council (KCEMS&TCC).

Article II: Mission

1. To support the continuing development of high quality Pre-hospital, Emergency Medical and Trauma Care Services in Kitsap County.

Article III: Vision

1. The vision of the Kitsap County Emergency Medical Services and Trauma Care Council is to be the premiere EMS delivery system in Washington State.

Article IV: Objectives

1. Provide periodic comprehensive review and evaluation of the extent and quality of emergency medical services provided in Kitsap County. Areas of concern include, but are not limited to:
 - a. Pre-hospital patient care
 - b. Training
 - c. Medical communications
 - d. Mutual aid agreements and partnerships
 - e. Public education
 - f. Standardization
2. Advise individual agencies and local officials in those matters relating to EMS
3. Determine and set forth general policy and establish guidelines in accordance with the Revised Code of Washington (RCW) and Washington Administrative Code (WAC).
4. Provide technical guidance and assistance in the development of the medical aspects of EMS.
5. Research, apply for, obtain, disperse, and manage grants for EMS, insuring proper distribution of equipment and materials.

Article V:

1. KCEMS&TCC is organized in accordance with RCW 70.168 and WAC 246-976-970 as the lead EMS and Trauma Care agency in Kitsap County.

Article VI: Board of Directors

1. The board of Directors is responsible for the governance, finances, activities, services, and quality of KCEMS&TCC. The board meets regularly to:
 - a. Hear reports of staff and committees
 - b. Guide and direct all committees
 - c. Approve the council's budget, and
 - d. Conduct council business

2. The Board of Directors is comprised of one (1) voting member from agencies that fund the agency including:
 - a. Harrison Hospital
 - b. Fire Chief NKFR or designee
 - c. Fire Chief BIFD or designee
 - d. Fire Chief Poulsbo Fire Department or designee
 - e. Fire Chief CKFR or designee
 - f. Fire Chief Bremerton Fire Department or designee
 - g. Fire Chief SKFR or designee
 - h. Olympic Ambulance
 - i. Bremerton Ambulance
 - j. Bainbridge Island Ambulance
 - k.
 - l. Naval Hospital
 - m. Navy Region Northwest

3. The Board may appoint non-voting members as deemed necessary or beneficial. Such members may serve in any capacity, except said members may not be granted the right to vote for board elections, by-law amendments, or budget approval/amendment, except as otherwise provided herein. Such appointments may include representatives from:
 - a. Kitsap County Central Communications (CENCOM)
 - b. Urgent Care Facility
 - c. Military
 - d. Managed Care
 - e. Kitsap County Medical Society
 - f. Emergency Department Physicians
 - g. Law Enforcement
 - h. Northwest Regional EMS and Trauma Care Council
 - i. Washington State Department of Health
 - j. Kitsap County Mental Health
 - k. Local Elected Official
 - l. Consumer
 - m. Prevention Specialist involved in delivery of EMS/TC
 - n. Kitsap County Health District/ Public Health
 - o. Kitsap County Fire Commissioners Association EMS Personnel/Field Provider

Article VII: Duties of Officers

1. Chairperson
 - a. Establishes the agendas for and presides at regular and special meetings of the Board of Directors and Executive Committee
 - b. Serves as an Ex-officio member of all committees, except the nominating committee
 - c. Appoints committee chairs and members
 - d. Serves as "Immediate Past Chairperson" during the first term of the succeeding chair
2. Vice Chair
 - a. Performs the duties of the Chair in the Chair's absence
 - b. Acts as parliamentarian
3. Treasurer/Secretary
 - a. Audits monthly financial activities and provides reports to the Board of Directors
 - b. Serves as a member of the Budget Committee

Article VIII: Committees

1. The chair appoints standing committees as follows, and may create ad-hoc committees as necessary. The chair may not delegate any board authority to such committees without the approval of the Board of Directors.
2. Committees shall serve for a period of two years from appointment.
3. It is not necessary for committee chairs or members to be members of the board. Committees must have a minimum of three members.
4. Committees maintain accurate records of the proceedings and activities of their committees.
5. Committee meetings are normally open to board members and other interested parties, however the chair may limit attendance or convene executive sessions as necessary to conduct business.
6. The Executive Committee is comprised of the Chairperson, Vice Chair, Treasurer, Immediate Past Chair, and both members at-large. The Executive Committee oversees the day-to-day operations of the Council and may be delegated specific authority and responsibility by the Board of Directors. To maintain continuity, Executive Committee members are expected to attend both the regular council meeting and Executive Committee meetings.
7. The Budget Committee is responsible for the preparation of the annual budget.
8. The Planning Committee is responsible for making recommendations to the Board in matters relating to funding and the annual EMS Plan.

9. The By-Laws Committee is responsible for facilitating changes to the By-Laws as required by the Board or authoritative agencies. The committee reviews the by-laws annually and prepares amendment recommendations for the Board.
10. The Testing and Standards Committee is responsible for establishing, reviewing, and maintaining
 - a. A program that will assure a standardized system of EMS care in Kitsap County
 - b. Certification/re-certification requirements for Paramedics
 - c. The Kitsap County EMS Manual for Pre-Hospital Care
 - d. Paramedic testing procedures
11. The Human Relations Committee The HR Committee acts as an advisory body to the organization on matters regarding human resources and policy development. The committee is consulted regarding all disciplinary matters, in accordance with the HR policies. Any member of the organization can consult directly with the committee.
12. The Nominating Committee conducts elections for officers. If a member of the committee runs for office, they may not serve on the nominating committee for the position they are running to fill.
13. The EMS Operations Committee. Formerly known as the Medical Officers division of the Kitsap County Fire Chiefs Association, is a committee that works collaboratively, to provide a standardized level of care, reviews clinical policies and proposed new equipment while providing advice and counsel on practical field matters to the EMS office.

Article IX: Meetings

1. Regular Meetings: The Board meets regularly at a time and location determined 30-days in advance.
2. Annual Meeting: The annual organizational meeting is held the fourth Wednesday of October, for the purpose of election of officers.
3. Special Meetings: The Chair, Executive Committee, or any three board members may call a special meeting. Notice of the special meeting and an agenda must be provided to each voting member of the Board of Directors at least 72 hours (or 24 hours in emergency situations) prior to the meeting. Only such business as is identified on the notice may be conducted at the special meeting. Delivery may be by telephone, email, fax, mail, or other manner customarily used to notify board members of regular meeting and agenda items, provided such notice can reasonably be expected to arrive at least one working day prior to the special meeting.
4. Meetings of the Board of Directors and the Executive Committee are conducted using Robert's Rules of Order (most recent edition or a revision agreed to by the quorum).

Article X: Voting and Quorums

1. Five voting members constitute a quorum for any regular meeting of the Board of Directors. For special meeting of the Board, or Executive Committee meetings, at least 51% of voting members must be present to constitute a quorum. Unless otherwise provided herein, a simple majority of Board members present is required for passage of motions, election of officers, and other council business.

Article XI: Elections

1. The Board normally conducts elections during the fourth quarter of the year. The Chair and one At-Large Executive Committee member are elected in even years, and the Vice-Chair, Treasurer/Secretary, and one At-Large Executive Committee member are elected in odd years. Officers serve a two-year term, normally commencing at the conclusion of the meeting at which they were elected. If the office of Chairperson becomes vacant the Vice Chair assumes the position of Chairperson. In the event of a vacancy for any other office, the Executive Committee appoints a new officer to serve for the remainder of the term. KCEMS&TCC Staff may not nominate or vote in Board elections.
2. The Nominating Committee convenes prior to the annual meeting to recruit a slate of nominees for that year's elections. The nominating committee chair (or designee) presents the committee's slate of nominees, calls for additional nominations, and conducts the elections. Elections are conducted by written ballot unless there is only one nomination, in which case the election may be by acclamation if the Board desires.
3. Special elections may be conducted at any regular meeting or a special meeting called for that purpose, provided notice that elections will be held must be delivered to each voting member of the Board of Directors at least fifteen (15) days prior to the meeting at which the elections will be conducted. Delivery is either by mail, telephone, email, fax, or other manner customarily used to notify board members of regular meeting agenda items.

Article XII: Incorporation

1. KCEMS&TCC is incorporated as a regular non-profit corporation under the Revised Code of Washington and 501(C)3 of the Internal Revenue Service Code. Required paperwork is maintained at the KCEMS&TCC office and renewed as required under state and federal law.

Article XIII: Amendments

1. These by-laws or any section thereof may be amended or repealed by a two-thirds vote at any regular or special meeting of the Board of Directors. Notice that bylaw amendments will be considered must be provided to each member of the Board of Directors at least thirty days prior to the meeting at which the proposed change or changes are submitted to a vote. Delivery is either by mail, email, fax, or other manner customarily used to notify board members of regular meeting agenda items.

Adopted:

Kim Doyle, Chair

Date